

Council Safety, Health and Wellbeing Committee (CSHaW)

(a sub-committee of Council)

Terms of reference

1. The Council Safety, Health and Wellbeing Committee is a standing committee of the University Council and operates within a schedule of delegated authority from Council. It is responsible for:
 - providing Council with the assurance that the University is and has effective arrangements in place and that these arrangements are working by means of periodic review;
 - approval of wholly new management arrangements and significant revisions to existing arrangements on the recommendation of the Vice-Chancellor;
 - reviewing proposals for significant revisions to management and/or governance structures for health and safety, or the related overarching frameworks, prior to recommending these for Council's approval;
 - reviewing and advising on an annual Health and Safety report prior to its submission to Audit and Risk Committee and Council;
 - receiving reports from the Vice-Chancellor on the exercise of his/her delegated authority in this area;
 - receiving and reviewing reports of any significant health and safety incidents, accidents and known significant risks;
 - considering strategic matters and major initiatives where these may have health and safety and wellbeing implications and advising on such;
 - reviewing and commenting upon the Lancaster University Students' Union Annual Health and Safety Report; and
 - monitor key institutional performance indicators relating to staff wellbeing.

Committee Composition

(ex officio)

Pro-Chancellor

Vice-Chancellor

Registrar, Secretary and Chief Operating Officer

(appointed)

two lay members of Council (one to serve as the Chair, one to serve as the deputy Chair)

Chair of the Facilities Sub-SHaW (indefinite term)

Executive Dean of the Faculty of Science and Technology (FST) or Executive Dean of the Faculty of Health and Medicine (FHM) (Vice-Chancellor-nominated Executive Faculty Dean based on faculty risk profiles to take a wider view on behalf of the University Executive Board and Faculties (indefinite term)

(co-opted)

up to two members with professional expertise relevant to the Committee's terms of reference

(in attendance)

Director of People and Organisational Effectiveness

Assistant Director of People and Organisational Effectiveness (Health and Safety)

Chief Executive of the Students' Union

Procedure

The Standing Orders set out a standardised approach to committee procedural arrangements, including membership terms, quoracy and declaring interests. All members are encouraged to read the [Standing Orders](#) available on the Governance website.

As per the University's Code of Practice on Freedom of Speech and Academic Freedom, all committees considering business that could affect compliance with free speech duties, in line with their delegated authority, are expected to have due regard for any impact on the University's duties to secure and promote the importance of freedom of speech and academic freedom. Any enquiries regarding this should be directed to the Director of Strategic Planning and Governance in the first instance.

The Committee can co-opt people with particular expertise at the discretion of the Chair.

The Committee will normally meet two times a year but may meet more often if required.

Written reports of meetings will go to Council.

The Secretary of the Committee will be a member of staff from Governance Services.